

REPORTS INVENTORY

SRB 951 Q

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

951 Q LIFE INS BK ADD LIST

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

Monthly

2

7. FORMAT (memorandum, form computer print-out, etc.)

CP-O

8. ADP PROCESSING

 YES IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
6506-3	4.21	.143	.60	12	7.20

B. COSTS OF COMPUTER PRODUCED REPORTS

			1.00	12	12.00

TOTAL COSTS PER YEAR

519.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

CHANGE

DISCONTINUE

DATE OF INVENTORY

2 NOV 1970

112